



TOWN OF LAKE PARK:

Deputy Town Clerk

Under the administrative direction of the Town Clerk, responsible for the development of Commission meeting agendas and the transcription of Commission meeting minutes. Attends Commission meetings as needed and records the minutes of such proceedings. Also, provides administrative and technical support in the performance of other duties in support of the daily activities of the office of the Town Clerk. Must be able to work some evenings. Graduation from an accredited high school or GED required, supplemented by three years of extensive and documented experience in transcribing minutes and in performing responsible clerical work in a governmental setting, which includes organization and coordination of multiple tasks. Florida Notary Public commission or the ability to become commissioned as a Florida notary public within six months is required. Records management experience and certification as a municipal clerk preferred. Salary range: \$35,318.40 to \$55,744.00. **Deadline for Receipt of Applications: July 8, 2015 or until the position is filled. All applicants shall be subject to a criminal background check. Applications may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida.** Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. **An Equal Opportunity Employer.**